

ACCOUNTING PROCEDURE

TOPIC: Section 8--Capital Assets 1.03	EFFECTIVE DATE: 3/28/01
TITLE: Accounting Procedures for IT (Information Technology) Assets	REVISION DATE: 9/24/04
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**POLICY**

Information Technology (IT) assets, regardless of acquisition cost or source, are to be recorded in the Information Technology system called Service Center - Resource Management System (RMS). IT assets include personal use equipment such as monitors, desktop CPUs, laptops and printers, as well as network items such as routers, servers and switches.

IT assets purchased through the Department of Management and Technology (DMT)/Bureau of Information Systems (BIS) will be initially recorded on RMS by DMT/BIS at the time of acquisition. Entry of IT assets not purchased through DMT/BIS is the responsibility of the acquiring DHFS organization. All newly acquired IT assets should be recorded in RMS within thirty days of installation. Assets purchased in the month of June should be reflected in the RMS by June 30<sup>th</sup>. Regardless of whether the IT asset is purchased through DMT/BIS, the DHFS organization that owns the asset is responsible for keeping information in RMS current.

IT assets must have a bar code and serial number. The bar code is the key to the asset in RMS. Computer software must be assigned a bar code and the bar code sticker kept with the purchase authorization. Bar codes can be obtained from the shipping & receiving in staff BIS.

Since all IT assets are to be recorded on RMS, non-capital IT assets do not need to be entered a second time on the Non-Capital Asset Database. However, IT assets that are also considered capital assets (over \$5,000) must also be recorded on the Microsoft Access Capital Asset System. See [Section 8--Capital Assets 4.0](#) (Year-End Capital Asset Reporting) for additional information on recording Microsoft Access Capital Asset system.

**REFERENCES**

[DHFS APP Section 8--Capital Assets 4.0](#) (Year-End Capital Asset Reporting)

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